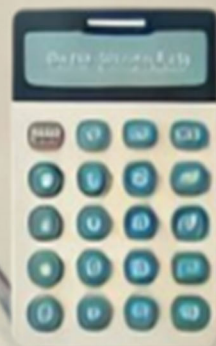




A1 Medical

Billing and Training Center

*CEO and Program Instructor,
Nancy Valentine*





CATALOG

A1 Medical Billing and Training Center

REGISTRATION NUMBER 2036



SCHOOL CATALOG

PUBLICATION 09/07/2025
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A1 MEDICAL BILLING AND TRAINING CENTER

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6150 Enterprise Parkway #4034, Solon, Ohio 44139

Email: nvalentine@a1medbtc.com **Phone:** (440) 258-7722 OR (440)233-4366

1. PROGRAM OVERVIEW

The 80-hour Online Outpatient Medical Professional Coder program at A1 Medical Billing and Training Center is designed to equip students with the knowledge and skills required to code and abstract medical charts accurately. The program focuses on outpatient services in alignment with industry standards, preparing students for the AAPC certification exam and a successful career in medical coding. Through a comprehensive curriculum, students will learn coding systems such as CPT, HCPCS, and ICD-10, and will gain practical experience in coding a variety of medical procedures.

2. LEARNING OUTCOMES

Upon completion of this program, students will be able to:

- Accurately code and abstract medical records for outpatient services using CPT, HCPCS, and ICD-10 systems.
- Demonstrate medical terminology, abbreviations, and coding proficiency for various medical specialties.
- Prepare for the AAPC certification exam with confidence, supported by A1 Medical's comprehensive curriculum.
- Apply coding principles to practical scenarios, including radiology, anesthesia, and other outpatient services.

3. SCHOOL CALENDAR:

Scheduled holidays that fall on class days will be observed, with a make-up session arranged to cover any missed hours. Classes are held every Saturday in two separate sessions: 9:00 am – 1:00 pm (Morning Session) or 2:00 pm – 6:00 pm (Afternoon Session). Students are assigned to one session and attend only that 4-hour block each week. The program runs for 20 weeks, with two class series offered each year, as listed in the calendar.

Class Series 2 – Fall 2025 / Winter 2026

Week	Date	Week	Date
1	Oct 18, 2025	11	Dec 27, 2025
2	Oct 25, 2025	12	Jan 3, 2026
3	Nov 1, 2025	13	Jan 10, 2026
4	Nov 8, 2025	14	Jan 17, 2026
5	Nov 15, 2025	15	Jan 24, 2026
6	Nov 22, 2025	16	Jan 31, 2026
7	Nov 29, 2025	17	Feb 7, 2026
8	Dec 6, 2025	-	Feb 14, 2026 – No Class
9	Dec 13, 2025	18	Feb 21, 2026
10	Dec 20, 2025	19	Feb 28, 2026
		20	Mar 7, 2026 – Last Day

Class Series 3 – Spring / Summer 2026

Week	Date	Week	Date
1	Apr 18, 2026	-	Jul 4, 2026 – No Class
2	Apr 25, 2026	11	Jul 11, 2026
3	May 2, 2026	12	Jul 18, 2026
4	May 9, 2026	13	Jul 25, 2026
5	May 16, 2026	14	Aug 1, 2026
-	May 23, 2026 – No Class	15	Aug 8, 2026
6	May 30, 2026	16	Aug 15, 2026
7	Jun 6, 2026	17	Aug 22, 2026
8	Jun 13, 2026	18	Aug 29, 2026
9	Jun 20, 2026	19	Sept 5, 2026
10	Jun 27, 2026	20	Sept 12, 2026 – Last Day

4. CANCELLATION AND SETTLEMENT POLICY:

This enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such a cancellation is made, the school will promptly refund in full all tuition and fees paid according to the enrollment agreement and the refund shall be made thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

5. REFUND POLICY:

A student who withdraws during the first full calendar week of the academic term must pay 25% of the tuition and refundable fees. If a student withdraws during the second full calendar week, 50% of the tuition and fees are owed. Starting from the fourth week, no refunds will be issued. The school shall make the appropriate refund within thirty days of determining that a student has withdrawn or been terminated from a program. Refunds are based on the student's last date of attendance.

6. ENROLLMENT DATES AND REQUIREMENTS:

Depending on the program cycle, enrollment dates will change every 5 to 6 months. The program duration will always consist of 80 clock hours.

Entrance requirement:

To be eligible for enrollment, applicants must be 18 years or older. A High School Diploma or GED is required, as it will provide helpful preparation for the program.

7. COURSE STRUCTURE AND POLICIES:

- **Class Availability:**
Classes will be offered on Saturdays, with both morning and evening options available. Each class session will last for 4 hours.
- **Maximum Class size:**
Each class can accommodate up to 40 students, whether in the morning or evening session.
- **Graduation Requirement:**
All assignments must be completed before the end of the program. Students will not be eligible for graduation if they have incomplete assignments.

8. GRADING AND PROGRAM POLICIES

Grading Policy:

Grades will be determined on a percentage basis:

- 100%-95%: A
- 90%-85%: B
- 75%-70%: C
- Below 70%: Retake required until a satisfactory grade is achieved, at the student's own time.

Dismissal Policy: Students may be dismissed from the program for showing disrespect towards staff or fellow students. Re-entrance will not be permitted after dismissal.

Attendance Policy: Missing more than 2 classes during the 80-hour program will result in automatic dismissal.

Credit Transfer Policy: No credits from other schools will be accepted, and no credits will be transferred.

9. COMPLIANT OR GRIEVANCES PROCEDURE:

All student complaints should first be directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director:

Ohio State Board of Careers and Colleges

30 East Broad Street, Suite 2481

Columbus, Ohio, 43215

Phone: (614) 466-2752

Toll-free (877) 275-4219

10. COURSE DESCRIPTION - OUTPATIENT MEDICAL PROFESSIONAL CODER

Our program will follow industry coding guidelines and comply with American Medical Association (AMA) guidelines. We offer a strong medical coding background. After completing the A1 Medical Billing and Training Center program, all students who pass the class will be eligible to take the assessment exam through AAPC (American Academy for Professional Coders).

What We Offer:

- A strong medical coding background.
- Students will be eligible to take the AAPC assessment exam after completing the program.

Disclaimer:

We do not guarantee the passing of the exam or job placement. However, we will assist with both placement and testing.

11. CERTIFICATION PREPARATION

This program is specifically designed to prepare students for the AAPC (American Academy of Professional Coders) or AHIMA (American Health Information Management Association) certification exams. Students will receive comprehensive instruction and support throughout the course, including resources to assist with exam preparation.

12. TUITION COST:

\$7,000 for the 80-hour online program.

- **The tuition includes the following:**

- AAPC assessment exam
- AAPC membership
- Required books: CPT, HCPCS II, ICD-10 Diagnosis (outpatient coding)
- **Practicode Course:** The Practicode course, offered through AAPC, counts as 2 years of job experience in the coding industry when combined with the A1 Medical Coding Program.

Financial Aid:

Pending and will be inserted when available.

Accreditation:

Pending currently.

13. TECHNOLOGY REQUIREMENTS:

Students are required to have access to a reliable internet connection, a computer or laptop, and any necessary software for completing online coursework and attending virtual classes. All course materials and exams will be delivered through A1 Medical's online platform.

14. FACULTY:

Coding Instructor: Nancy Valentine, CPC

- Over 30+ years of experience in the medical and coding industry.
- Professional Coder: Cleveland Clinic, UCSF, Kaiser, Avia code, Baylor, Chicago Medical Center, St. Francis, Baylor, Riverside, Reid Hospital, St. Luke.
- Approved Vendor: University Hospital